

# **IBC 2003 with City of San Antonio Amendments**

## **Special Inspections Program Policies, Procedures & Guidelines**

### IBC2003 Section 1704 Special Inspections



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*Special inspections are the responsibility of the owner. The special inspection costs are the responsibility of the owner and are not included in any permit or plan review fees.*

#### A) Definition and Responsibilities of the **Registered Design Professional in Responsible Charge (RDPiRC)**:

- The RDPiRC is an individual who is a licensed design professional in the State of Texas, implements the special inspections program and is responsible for the List of Required Special Inspections.
- The RDPiRC contracts with or is employed by the owner. The RDPiRC and the special inspectors and testing technicians may not be in the employ of the general contractor, subcontractors or material suppliers. In the case of an owner/contractor, the building official shall specify who employs the RDPiRC and special inspectors.
- The RDPiRC, as the owner's agent, is required to employ or contract with the special inspectors.
- The RDPiRC shall assign only trained, experienced, qualified special inspectors and testing technicians. The RDPiRC must list the special inspector qualifications as part of the List of Required Special Inspections.
- The RDPiRC is responsible for providing the general contractor with a list of all required Special Inspections and the associated special inspectors.
- The RDPiRC shall submit associated special inspector field reports to the building official with a copy to the special inspector, owner and general contractor indicating compliance for any NNC items reported and advising the building official to allow work to continue.
- RDPiRC is responsible to prepare, sign and submit the Final Report of Required Inspections after the general contractor completes his work according to the approved plans. The RDPiRC shall prepare the Final Report of Required Inspections using the form approved by the building official (attached).
- The employment of the RDPiRC does not relieve the building official of his responsibility for such inspection acceptance or for the other periodic and called for inspections as required by the current building code.

#### B) Definition and Responsibilities of the **Special Inspectors**:

- Each special inspector must be qualified in the area of expertise of special inspection required.
- Each special inspector contracts with or is employed by the RDPiRC or owner.
- Each special inspector must understand the information provided and evaluate if that information is sufficient to successfully perform the inspection. Each special inspector must make that decision and if some of the required information is not understandable or available, he must obtain the necessary information, in approved form, through the appropriate channels. Each special inspector is responsible to review the plans thoroughly and sufficiently ahead of construction to establish if he can inspect those items entrusted to him. All errors and/or omissions in the approved plans that create any form of doubt or ambiguity for the special inspector shall be resolved through the proper channels. The special inspector shall indicate in his reports that information furnished was sufficiently clear and understandable for him to properly inspect.

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- Each special inspector is responsible for verification that those items detailed in the permitted plans and specifications are built into the project.
- Special inspectors shall prepare, sign and submit to the RDPiRC an inspection report for any time spent at a project site. Submit the reports within a reasonable time of the inspection. Include in the report any supporting documentation.
- The special inspector shall bring non-complying items to the immediate attention of the general contractor and the RDPiRC. If correcting the non-complying items is not in a timely manner or ignored, the special inspector is to prepare, sign and submit a Notice of Non-Compliance (NNC) to the RDPiRC with a copy directly to the building official, the general contractor and owner. In receiving the NNC, the building official may suspend all future work in the areas of such non-compliance until the non-compliant items are corrected and the RDPiRC issues a field report to the building official with a copy to the special inspector, owner and general contractor indicating compliance. The special inspector shall prepare the NNC using the NNC form approved by the building official (attached).
- Each special inspector is responsible to prepare, sign and submit to the RDPiRC his Report of Required Special Inspections. This report shall be prepared on the Report of Required Special Inspections form approved by the building official (form attached).

#### **C) Responsibilities of the General Contractor:**

- The general contractor is responsible for coordinating all testing and inspections, and notifying the RDPiRC and the special inspector of work ready for inspection.
- The general contractor must provide access to and means for safe and proper inspection of such work. Inspections may be denied if safe access is not provided at the job site.

#### **D) Lists, Notice Forms and Report Forms for Special Inspections**

- List of Required Special Inspections:
  - A complete itemized list according to IBC 2003 Section 1704 submitted by the RDPiRC as part of the permit documents
  - List the RDPiRC name and contact information
  - Indicate any special inspections that are not required as "Not Applicable". Do not delete any special inspections from the list.
  - Indicate the required qualifications and requirements for each special inspector.
  - Refer to IBC 2003 Section 1704 for special instructions/tables.
  - Note any special instructions for performance.
  - Sample list attached
- Notice of Non Compliance:
  - Only submit as required by the building code as described under the responsibilities of the special inspector.
  - Sample NNC attached
- Report of Required Special Inspections:
  - Report prepared, signed and submitted by each special inspector to the RDPiRC for the RDPiRC to prepare the Final Report of Required inspections.
  - Submitting this report indicates that inspections and tests performed, either periodically or continuously, represent all the work for the item inspected.
  - Copy to the general contractor.
- Final Report of Required Special Inspections:
  - Report prepared, signed and submitted by the RDPiRC to the owner for the owner to submit to the building official – sample attached
  - Submitted upon completion of all special inspections and resolution of all NNC items.
  - Copy to general contractor and all special inspectors listed in the report.